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**METHODOLOGICAL RULES
FOR THE DEVELOPMENT OF TEXTBOOKS
AND TEACHING AIDS
AT UNWE**

Sofia, 2024

Chapter One

GENERAL PROVISIONS

Article 1.

(1) These rules regulate the requirements for the development of textbooks and teaching aids in accordance with national legislation and the internal regulations of UNWE, as well as their publication by the UNWE Press.

(2) The rules are mandatory for all academic fields at UNWE regarding the matters they address.

(3) The rules are in accordance with the Ethical Principles developed by the Committee on Publication Ethics (COPE), based on the requirements for objectivity, truthfulness, originality, copyright, avoidance of conflicts of interest, mandatory citation of sources from other authors, and others. These principles apply to all participants in the processes governed by these Rules.

Article 2.

The main objective of these rules is to establish requirements for the development, approval, and publication of textbooks and teaching aids in order to:

1. Achieve a high degree of unification in the structure of educational content, supporting students in mastering the material of a given academic discipline taught at UNWE;
2. Facilitate the educational process by synchronizing methodological requirements, assisting lecturers in the preparation of high-quality lectures and other teaching materials;
3. Support the career development of UNWE faculty by providing clear logical and structural guidelines for the preparation of textbooks and teaching aids submitted in competitions under the Law on the Development of Academic Staff in the Republic of Bulgaria (ZRASRB), as well as assisting academic juries in this process.

Article 3.

(1) The textbook is the primary source of information for an academic discipline taught at UNWE.

(2) The teaching aid supports the educational process in the discipline by serving as a secondary and supplementary source for the development of knowledge and skills in relation to the textbook.

(3) A textbook or teaching aid is a publication that possesses an ISBN, has academic reviewers, and falls within the volume limits defined by these Rules.

Article 4.

(1) In developing the structure and content of a textbook or teaching aid proposed to support the educational process for a course included in an active curriculum at UNWE, the author(s) should adhere to current trends in the relevant academic field and professional area. This should be done while taking into account the traditions in the field and by applying educational innovations.

(2) For publication in print by the UNWE Press, as well as for issuance in electronic format or for publication on an e-learning platform used by UNWE, the publication must meet the following requirements:

1. It must be discussed at a Departmental Council at UNWE, and a decision must be made to approve it, including a recommendation for print publication, electronic issuance, or publication on an e-learning platform used by UNWE;

2. Two positive academic reviews must be submitted.
- (3) If there are other or additional requirements for textbooks or teaching aids intended for distance learning, special requirements shall apply that reflect the nature of this form of education.

Article 5.

(1) The preparation of the reviews, in accordance with Article 4, paragraph 2, item 2, shall be assigned by decision of the respective Departmental Council to individuals who hold an academic rank (habilitation) or possess a Doctor of Science degree in the relevant academic specialty (by exception, in the same professional field), hereinafter referred to as “reviewers.”

(2) Reviewers must be habilitated individuals or Doctors of Science, registered in the National Centre for Information and Documentation (NACID) Register of Academic Staff and Defended Dissertations. One of the reviewers must have a primary employment contract with UNWE, and the other must be external to UNWE.

(3) When a textbook or teaching aid is published in English, the reviewer must teach in English in a subject area that is related to the topic of the textbook or teaching aid.

(4) The reviews must include:

1. An assessment of the content coverage in relation to the course syllabus of the respective discipline;
2. An evaluation of the clarity and comprehensibility of the exposition, taking into account the expected knowledge and skills level of the students for whom the textbook or teaching aid is intended;
3. An assessment of the scientific and applied-scientific level of the content;
4. An evaluation of the degree of similarity to other works, regardless of whether they are cited in the text or not;
5. An assessment of the compliance of the manuscript with these Rules;
6. A conclusion with a positive overall evaluation and a recommendation for approval and publication, or a negative overall evaluation.

Chapter Two

REQUIREMENTS FOR TEXTBOOKS

Article 6.

(1) The content of the textbook must comply with the syllabus of the course, covering no less than 80% of the topics included in the syllabus.

(2) The textbook must contain at minimum the following components within each thematic section:

1. Educational content of the topic, with clearly formulated objectives and a structured outline;
2. Teaching and methodological materials for self-study – possible elements include: guiding questions to support self-study; solved case studies and/or problems; additional case studies and/or problems for individual development or solving; other materials for practice and self-preparation related to the topic, including those demonstrating the application of respective thematic knowledge in practice;

3. Teaching and methodological materials for self-assessment – didactic tests for independent knowledge checking and self-evaluation; other possible self-assessment elements, including electronic resources for online tests and links to them;
4. A brief summary and/or key concepts with their definitions;
5. Literature on the topic – may be categorized into "used" and "recommended" to better guide students in their preparation.

(3) It is permissible for the elements under paragraph 2, items 4 and 5 to be presented as a glossary of terms and a list of recommended literature for the course in separate sections placed at the end of the textbook.

Article 7.

(1) The length of the textbook should correspond to the number of contact hours specified in the course syllabus, as well as to the complexity and scope of the subject matter covered.

(2) The allowable volume of a textbook, measured in standard pages (1,800 characters per page, with 16 standard A4 pages per publishing sheet), is determined as follows:

1. A **minimum volume** equal to the number of contact hours for the course multiplied by 2 standard pages, but not less than 8 publishing sheets or 128 standard pages (Academic Council Decision No. 6/13.12.2021);
2. A **maximum volume** equal to the number of contact hours for the course multiplied by 4 standard pages.

(3) If the manuscript does not meet the volume requirements specified in the previous paragraph, the decision of the Department Council under Article 4, paragraph 2, item 1, and the reviews under Article 4, paragraph 2, item 2 must include justification for exceeding or falling short of the limits defined in paragraph 2. In such cases, the final decision on whether the textbook will be published or made available on the electronic educational content platform is made by the UNWE Publishing Council.

Article 8

(1) Textbooks created prior to the adoption of these Rules may be submitted for publication by the UNWE Publishing House or for release on an electronic educational content platform used by UNWE, provided the following requirements are met:

1. The content of the textbook must be updated, including the recommended literature;
2. The textbook must comply with the requirements outlined in Articles 6 and 7;
3. The textbook must undergo the procedure described in Article 4, paragraph 2, once again.

(2) When a request is submitted under paragraph 1 and the textbook was previously published by the UNWE Publishing House before the adoption of these Rules, any prior contract(s) shall be terminated and a new contract shall be concluded in accordance with these Rules.

(3) When a request is submitted under paragraph 1 and the textbook was previously published by a publishing house other than the UNWE Publishing House, in order for a new contract to be concluded in line with these Rules, the author must declare that the term of the publishing rights granted to the other publisher has expired or that an agreement has been reached to terminate those rights.

Chapter Three

REQUIREMENTS FOR TEXTBOOK SUPPLEMENTS

Article 9

(1) Textbook supplements are divided into the following types:

1. Based on the level of the educational qualification degree (EQD) they are intended for, they are classified as supplements for the EQD "Bachelor" and supplements for the EQD "Master". Supplements for the EQD "Master" may also be used in the training for the EQD "Bachelor".
2. Based on the form of education for which they are intended, they are classified as for full-time or for distance learning.

(2) For the distance learning format, specialized categories of supplements are also possible, for which specific rules may apply.

(3) In cases where a textbook supplement has already been published for a given course, a well-reasoned justification is required for publishing a new supplement for the same course. This justification must be included in the reviews and in the decision of the Departmental Council under Article 4, paragraph 2, substantiating a balanced provision of teaching materials for the course.

Article 10

(1) The textbook supplement shall contain a unified structure, which includes an introductory section, a training section, and a list of recommended literature.

(2) The introductory section should specify how the supplement reflects the curriculum of the academic discipline for which it is issued, along with guidance for students to support their successful preparation in the respective discipline.

(3) Structurally, each topic in the textbook supplement should include the following recommended elements: learning objectives, theoretical overview of the topic, key concepts, case studies and/or exercises, discussion questions and/or problems with answers, self-assessment test questions, and literature.

a) **Learning objectives.** These systematically present the knowledge, skills, and competencies students are expected to acquire through their preparation on the respective topic.

b) **Theoretical overview.** This part presents the structure of the topic according to the approved curriculum and provides a concise exposition of the topic's content. References to other publications, including textbooks on the relevant academic discipline, should be included to guide students to more detailed discussions of the subject matter.

c) **Key concepts.** This section introduces fundamental key terms and their definitions. It aims to help students build their conceptual and terminological foundation in the discipline, without duplicating the content of the textbook (if one exists for the subject).

d) **Case studies and/or exercises.** Solved case studies and/or exercises are presented here to offer students examples, orientation, and guidance for solving similar problems during preparation for

ongoing assessments or final exams. Additional case studies and/or exercises should be provided for self-preparation.

e) **Discussion questions and/or problems.** This section aims to assess students' ability to interpret acquired knowledge and demonstrate their mastery of the material. It encourages critical thinking, argumentation, real-world examples from the economy and society, personal opinions, and more.

f) **Self-assessment test questions.** Students are required to select the correct answer to clearly defined closed questions. Each part (topic) of the content structure should include 5 to 10 test questions. These are intended to assess the student's grasp of key categories and concepts. The test questions may be differentiated by level of complexity depending on the topic's specific content.

g) **Literature.** This includes both the literature used in developing the supplement and recommended resources for self-study. For better orientation during the preparation process, literature may be categorized into "used" and "recommended."

h) **Answers.** An optional section that provides correct answers to the test questions, allowing students to self-check and identify knowledge gaps in the discipline to address them.

(4) The supplement may also include a list of abbreviations used.

Article 11

(1) The volume of the textbook supplement must correspond to the number of contact hours set in the curriculum for the respective academic discipline, as well as to the complexity and scope of the issues covered.

(2) The allowable volume of a textbook supplement in standard pages (1,800 characters per page, with 16 standard A4 pages constituting one publishing signature) is determined as follows:

1. **Minimum volume** – equal to the contact hours for the respective discipline multiplied by 2 standard pages, but not less than **6 publishing signatures** or **96 standard pages** (Decision of the Academic Council No. 6/13.12.2021);
2. **Maximum volume** – equal to the contact hours for the respective discipline multiplied by 3 standard pages, but not exceeding **12 publishing signatures** or **192 standard pages**.

(3) If the manuscript does not meet the volume requirements under the previous paragraph, the decision of the Department Council under Article 4, paragraph 2, item 1, and the reviews under Article 4, paragraph 2, item 2, must provide justification for exceeding or falling short of the limits set in paragraph 2. In such cases, the final decision on whether the textbook supplement will be published or uploaded to a platform for electronic educational content shall be made by the UNWE Publishing Council.

Article 12

(1) By decision of the Faculty or Department Council, special requirements regarding the structure of textbook supplements may be formulated, aiming to improve the quality of educational literature and the effectiveness of the pedagogical approach within a given professional field.

(2) It is recommended that the textbook supplement contain content that is also useful for practitioners working in the applied field of the studied discipline. It should be practice-oriented and may include typical practical case studies for each main topic, along with their solutions according to the discipline's methodology.

Article 13

The textbook supplement must contain a dedicated methodological section:

- a) For the **Bachelor's degree level**, the supplement must include an appendix with methodological guidelines for a topic suitable for the development of a course paper, or a scientific task related to the pre-graduation internship in the fourth year, or an analytical task linked to preparing students for the state exam in the subject area of the discipline.
- b) For the **Master's degree level**, the supplement must include an appendix with methodological guidelines for developing a master's thesis in the subject area of the discipline, including suggested topics and specific recommendations.

Transitional and Final Provisions

§ 1. These Methodological Guidelines have been developed on the basis of Art. 26, para. 8, item 8 and Art. 56 of the Higher Education Act, as well as Art. 6, para. 3, item 2 of the Rules of Procedure of UNWE.

§ 2. These Methodological Guidelines repeal any existing departmental or faculty rules that contradict them.

§ 3. Any issues not regulated by these Methodological Guidelines shall be resolved by the Rector of UNWE, the Publishing Council, or the Academic Council of UNWE, according to their respective competencies.

§ 4. Amendments and additions to these Methodological Guidelines shall be made in accordance with the procedure for their adoption.

§ 5. These Methodological Guidelines for the development of textbooks and teaching aids at UNWE were adopted by Decision of the Academic Council of UNWE at its meeting held on 26.06.2024 and shall enter into force as of the date of their adoption.